

## PURPOSE OF MANUAL AND HOW TO USE IT

This Manual was prepared to guide CDBG grantees and other interested parties through the CDBG contract from the time of grant award to contract close-out and the tracking and use of program income. This Manual should help readers understand the program requirements, how to obtain grant funds, and how to fulfill contractual obligations and complete local community development projects. **A Supporting Materials by Chapter Index** is included at the end of the Manual. If you have questions on a specific topic after reading this manual in detail then feel free to call your state representative to get additional direction and answers to your questions. Each year the state staff conducts a grant management training which coincides with the updating of this manual.

In this Manual, "grantee" and "you" refer to the city or county CDBG grant recipient, "Department" refers to the California Department of Housing and Community Development (HCD), and "HUD" refers to the United States Department of Housing and Urban Development. The Standard Agreement with the State is commonly referred to as the "contract." This manual is found on the on the state HCD web site listed below and starting in 2004, the state will not be making paper copies but will instead be distributing the manual on a CD Rom which grantees can use to print out copies as they need.

Most chapters are divided into the following sections:

- I. **INTRODUCTION** provides a brief summary of the chapter's contents.
- II. **GRANTEE RESPONSIBILITIES** describes the required actions of grantees to fulfill the legal mandates and contractual obligations.
- III. **COMMON PROBLEMS** highlights commonly seen errors in the area of responsibility, to help grantees avoid them.
- IV. **DEPARTMENT'S ROLE** describes the Department's actions in assisting and overseeing grantees in completing their responsibilities.
- V. **REFERENCES** lists applicable laws and regulations governing the actions discussed in the chapter. Current State and federal regulations governing the program are included in Appendices A and B. Copies of most other laws and federal documents referenced are available at law libraries or at the Department.
- VI. **SUPPORTING MATERIALS** includes the required forms and various sample documents and other references grantees may need to fulfill their responsibilities. (See the Forms/Documents Index at the back of the manual.) Keep these in the Manual as "originals" and photocopy them as needed for use throughout the contract term. Many of the forms are also available on disk from the Department or on the Department's Web Page (CDBG Grant Management Manual and Reporting Forms) at [http://www.hcd.ca.gov/ca/cdbg/gmm/far\\_forms.html](http://www.hcd.ca.gov/ca/cdbg/gmm/far_forms.html).